



STATE OF MONTANA

Office of the State Public Defender

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How to Become an OPD Contractor

I. OPD's Contracting Program

Pursuant to [Montana Code Annotated § 47-1-121](#), the Office of the State Public Defender contracts with private attorneys, investigators, mental health providers, and administrative support staff to provide services to OPD Clients. Contractors are involved at every stage of OPD cases, from representing clients at arraignment to performing mental health evaluations to tracking down witnesses to arguing in front of the Montana Supreme Court. Contractors are an important and vital part of OPD.

The Contracts Program is part of the Central Services Division of OPD. If you have any questions about contracting with OPD, please contact one of the following individuals:

Contract Manager Brett D. Schandelson 610 Woody Street
Missoula, MT 59802
(406) 523-5142
brett.schandelson@mt.gov

Contracts Program Assistant Emily Copeland 610 Woody Street
Missoula, MT 59802
(406) 523-5169
emily.copeland@mt.gov

II. OPD's MOU Process

All contractors must have a current Memorandum of Understanding (MOU) with OPD to be eligible to receive OPD assignments. To be considered to receive an MOU, you must apply through the electronic Montana Acquisition and Contracting System (eMACS).

A. Gathering Required Application Materials

If you have a **current MOU** with OPD, or if your MOU expired less than 30 days prior to the date on which you're applying for a new MOU, you will not be required to upload any additional documentation during the application process.

If you are a first-time provider, or otherwise **do not have a current MOU** with OPD, you will be required to complete an Experience and Education Form as well as upload other materials to your application. Please make sure you have the following required documents ready to be uploaded into the eMACS system during the application process:

- **Attorneys**

1. Copy of your current resume;
2. Writing Sample – If you would like to receive appointment on appellate cases, your writing sample **must** be an appellate brief;
3. Proof of Professional Liability Coverage; and,

4. Copy of your CLE Transcript from mtcle.org.

- **Investigators**

1. Copy of your current resume; and,
2. Copy of your current license or licenses.

- **Mental Health Professionals**

1. Copy of your current resume or C.V.;
2. Copy of your current license or licenses; and,
3. **REDACTED** copies of the type of report or reports you are seeking to provide OPD (Chemical Dependency evals, Psycho-Sexual evals, Fitness to Proceed, etc.). You must upload a redacted copy of **each** type of evaluation you intend to provide.

- **Administrative Support Staff**

1. Copy of your current resume.

Once you have all necessary documents ready, you're ready to start the application process.

B. Submitting Your Application Materials

First, navigate to [eMACS OPD Solicitation Events link](#), where you'll see the following:

[<screenshot of eMACS Events page>](#)

Once here, you'll be able to search by "workgroup" – Office of the State Public Defender is our workgroup for all our MOUs. Once you search by our workgroup, all our current openings for contractors will show.

[<screenshot of workgroup search>](#)

[<screenshot of OPD events >](#)

From here, select the appropriate provider type and click "Respond Now." If there are multiple listing for your provider type, just pick one – they are all identical.


[<screenshot of "Respond Now">](#)

eMACS will next prompt you to register, by entering your email address and clicking "Create Account."

If you are a current or past OPD Contractor, please use the same email you use to log into the OPD Claims Portal to register for your Vendor Account.

If another individual from your same organization is a current or past OPD Contractor, please contact the Contracts Assistant above to be sent an invitation to register.

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Welcome to Montana Acquisition & Contracting System (eMACS)

Vendor Registration

Register to be placed on Montana's eMACS Vendor List. This is a free service allowing vendors to enter their business information and select applicable commodity codes for which they would like to receive bid notifications. This list also serves as a centralized source for state agencies when looking for providers of goods and services.

✔ **Please login to view the sourcing event.**

Enter your email to Login/Create Account

Email
brett.schandelson@mt.gov

Enter your email

Looks like you don't have an account yet. Click 'Create Account' to register.

[BACK](#)

NOTE:

- This registration portal is for **VENDORS** only. **(TEST SITE)**
- **Forget your password?** Click on Trouble login? above. If you're still not able to change your password, contact JAGGAER at [1-800-233-1121](tel:1-800-233-1121).

Click Create Account

CREATE ACCOUNT

Next you will be asked to provide some basic information about yourself. Please enter **YOUR NAME** as “Legal Company Name.” At this time, it is only necessary to provide the required information, indicated with a red asterisk *.

Solicitation User Registration

[Registration Tutorial](#)

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For step-by-step instructions, please click on this link.
For additional assistance, contact information is listed at the bottom of this page.

Please keep your account access information in a secure location. You are responsible for all updates to your registration information.

What company are you with?

Legal Company Name *

Brett Schandelson

Enter Your Name as
Legal Company Name

Tax ID Number Type ⓘ

Choose your option ▼

Tax Id

DUNS Number

Your Contact Info

First Name *

Brett

Last Name *

Schandelson

Title

Phone Number *

(406) 523-5142

ext.

International phone numbers must begin with +

Preferred Time Zone *

MDT/MST - Mountain Standard Time (US/Mountain) ▼

Your Login

Email *

brett.schandelson@mt.gov

Confirm Email *

brett.schandelson@mt.gov

Password *

••••••••••



Re-Enter Password *

••••••••••



Account Recovery Question *

What was the name of your elementary school? ▼

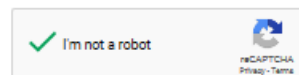
Answer *

••••••••

Confirm Answer *

••••••••

Select the Security Check shown below.



CREATE ACCOUNT

Once registered and logged in it will take you to the application. Before you may apply you must first indicate that you “Intend to Bid.” Then click “next” to progress through the application wizard.

<screenshot of Intent to Bid and next>

Providers able to select “Yes” to this question may proceed without uploading any further documentation.

Otherwise, you will be required to download the Experience & Education form, fill it out completely, and then upload it back to the question. The document is a fillable PDF form, so you may fill it out, save it, and upload it without the need to print and scan the document.

<screenshot of download/fill out/upload E&E>

You will next be asked to upload the documents discussed above. Upload each document to the **question** that asks for it.

<screenshot of questions asking for uploads>

If you have any additional documents, such as explanations or additional licenses or reports, you will upload them as “Supplier Attachments.”

<screenshot of supplier attachments>

Once you’ve uploaded the Experience & Education form and all necessary documents you are ready to submit your application.

<screenshot of completing application>

After you’ve submitted your application materials, you will get an email letting you know the event has been closed. **This is normal and allows us to process your application.**

OPD will evaluate your competency and qualifications to receive assignment on OPD cases. You may or may not be contacted by the Contract Manager or other OPD Staff during the evaluation process.

If you are not approved to receive an MOU, you will be notified of that decision. Please direct any questions regarding the denial of an MOU to the Contract Manager.

If you are approved to receive an MOU, the following steps will take place before you are eligible to receive cases:

1. eMACS will email you and require you to complete your Vendor Profile. Please see [Completing Your OPD Vendor Registration](#) for more information;
2. DocuSign will email you with a request to sign your MOU via DocuSign;
3. After the Contract Manager signs your MOU, DocuSign will email you a copy of your signed MOU;
4. The Contracts Assistant will add you to our database and listserv of providers;
5. OPD Accounting will invite you to create an account in our Online Claims Portal; and,
6. You will set up an account in our Claims Portal.

While the MOU is in effect, eMACS will provide notice of any outstanding obligations as well as advance notice of the expiration of your MOU.

C. Amendments to MOU

Contract Attorneys and Mental Health Providers are limited to assignments within the regions and case/evaluation types for which they were initially approved.

Attorneys

- If you would like to be approved to accept assignment in additional regions or courts, please email the Contract Assistant, as listed above, with the additional courts or regions in which you would like to practice.
- If you would like to be approved to accept assignment of additional case types than you were initially approved for, please download the [Attorney MOU Amendment Form](#) and email it to the Contracts Assistant, as listed above.

Mental Health Providers

- If you would like to be approved to accept assignment of additional types of mental health services than you were initially approved for, please download the [Mental Health Professional MOU Amendment Form](#) and email that form, along with **REDACTED** copies of reports for *each type of additional evaluation* to the Contracts Assistant, as listed above.